



D E P A R T M E N T O F

# Management & Budget

## *Mail and Delivery Services*

DMB / Mail and Delivery Services offers a full range of automated and manual mail handling and delivery services. By utilizing these services, State agencies, colleges and universities, public school districts and local units of governments continue to realize significant cost savings. **In FY05, non-state savings totaled \$340,000.** Services can be obtained on a per-job basis or bundled to provide for the customer's complete mailing needs. Services Include:

### MAIL SERVICES

- Automated Mail Processing  
(Bursting, Inserting, Tabbing, Labeling, Direct Inkjet Image Labeler and Sealing.)
- Mail Metering
- Mail Presorting
- Address List Management Service, Address standardization & move updates. This service allows for address element updates (zip code, corrections and move "updates" through an approved USPS vendor).
- Manual Mail Processing
  - Sorting                      ■ Collating                      ■ Inserting                      ■ Labeling
  - Packaging                      ■ Sealing                      ■ Preparing and shipping packages and parcels
- Small package service

### DELIVERY SERVICES

Delivery Services has various mail delivery routes throughout the state which provide you the opportunity to have your mail transported to the State of Michigan mail processing facility.

- As a customer, your mail to any state office can be delivered at no cost.
- Provide a full range of freight and moving services.
- Fulfill your requirements for large and small office moves; you determine the schedule that best meets your needs, including weekends.

***If you have questions regarding our mail & delivery services, please call our office.***



STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
AGENCY SERVICES

### MAIL & DELIVERY SERVICES

***We have provided a business card for your use. Please detach this card where perforated and use for future reference. If you desire additional cards, please contact us at (517) 322-1897.***